System for Time & Attendance Reporting

TRAINING MANUAL - VERSION 3 (2004)
Confirmation Report Excerpt

CONFIRMATION REPORT

NFC confirms receipt of T&A data by transmitting a confirmation report to the designated u-printer listed in the JCL.

About the Confirmation Report

One way NFC confirms receipt of STARweb T&A data is by transmitting a confirmation report to the designated u-printer listed in the STARweb JCL (Job Control Language). The report consists of three parts:

1. A three-page JES2 Job Log report.
2. A Confirmation Transmittal page with two-page Confirmation – Data Entry report.
3. A one-page Job Performance report.

The total report indicates if the transmission is complete, incomplete, or abended (interrupted). The confirmation transmittal contains total hours, TC, and T&A totals.

Note: The Confirmation Report is only generated once for each T&A transmission and cannot be reproduced.

Receipt of a u-printer confirmation report is not verification of a successful transmission. You will need to read the report to confirm that NFC has received your T&As for processing. Since T&As can still be rejected further into the process, rely on the APHIS-HR-LCT (Leave and Compensation Team) in Minneapolis to notify you if any of your T&As are rejected for any reason and to help you rectify problems with T&A transmittal.

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Reading the Confirmation Report

JES2 Job Log

The confirmation report starts with a 3-page report, JES2 Job Log--System SYSB--NODE NFC, (**Figures 1, 2, 3**). Along with other technical data, this report indicates the date of the transmission, the ID and associated name that transmitted the batch of T&A's, and the u-printer designation.

Figure 1. JES2 Job Log, Page 1

```
                        JES2 JOB LOG - -  SYSTEM SYSB - - NODE NFC


10.35.00 JOB 5950 - - - - Tuesday,    23   Dec   2003 - - - -              ◄──────  Date of T&A Transmittal
10.35.00 JOB 5950 TSS7011 Security Bypass Active for Job=INIT ACID=*BYPASS*
10.35.00 JOB 5950 TSS7011 AP170 Last-Used  23 DEC 03 11.17 System=SYSB Facility=BATCH  ◄──  NFC ID Transmitting
10.35.00 JOB 5950 TSS7021 Count=05791 Mode=Fail  Locktime=None  Name=JOAN TIMEKEEPER  ◄──  Name of Timekeeper
10.35.00 JOB 5950  $HASP373 FPTIMEX9 STARTED  - INT A      – CLASS A –      SYS SYSB
10.35.00 JOB 5950  $HASP395 FPTIMEX9 -  STARTED - TIME=11-17-10

- - - - - - JES2 JOB STATISTICS - - - - -

23 DEC 2003 JOB EXECUTION DATE

         20 CARDS READ

        129 SYSOUT PRINT RECORDS

          0 SYSOUT PUNCH RECORDS

         10 SYSOUT SPOOL KBYTES

       0.03 MINUTES EXECUTION TIME
```

Figure 2. JES2 Job Log, Page 2

```
1 //FPTIMEX9  JOB  (2105015396—), "XXXX",                        JOB17361
  // CLASS= A,MSGCLASS=A, TIME=10, MSGLEVEL = (0,0)
  // USER=AP170, PASSWORD=
  //* USER=USERID, PASSWORD= (*******)
  /*ROUTE   PRINT U8869   ◄────────────────────────               U-Printer number
  /*OUTPUT  ST COPIES=1, DEST=LOCAL
```
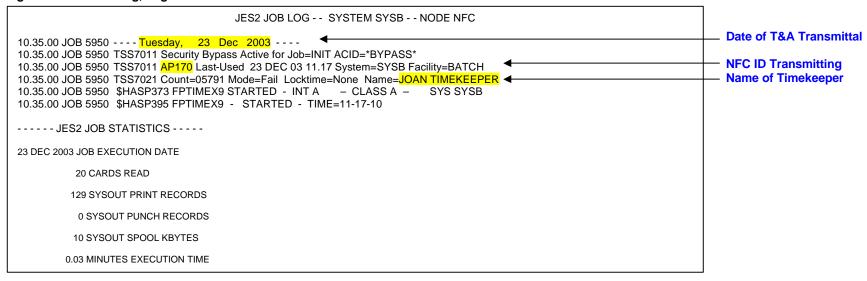
Figure 3. JES2 Job Log, Page 3

```
STMT NO. MESSAGE
        2 IEFC001I  PROCEDURE  NFCP35X9  WAS  EXPANDED  USING  SYSTEM  LIBRARY  NFCP.PROCPROC
IEF1421 FPTIMEX9 STEP0005 PROC0010–STEP WAS EXECUTED–COND CODE 1000
IEF3731 STEP/STEP0005/STARTXX320.1035
IEF3741 STEP/STEP0005/STOP XX320.1035 CPU 0MIN 00.08SEC SRB 0MIN 00.00SEC
VIRT 152K EXT 28K SYS 8952K
IEF1421 FPTIMES9 STEP0010 PROC0010 – STEP WAS EXECUTED – COND CODE 0000
```

Confirmation Transmittal

The Confirmation Transmittal page (**Figure 4**) contains total hours, transaction code, and T&A totals.

Figure 4. Confirmation Transmittal

```
DATE PREPARED   12/23/03  STAR3.00   USDA NATIONAL FINANCE CENTER    - CONFIRMATION -        PAGE 1

STAR3.00  TOTAL HOURS  ****       80.00                TOTAL T/C  ****           1         TOTAL T&A'S      1
```

Confirmation Report - Data Entry

The Confirmation Report – Data Entry (**Figures 5 & 6**) follows the JES2 and Confirmation Transmittal report and consists of 2 pages. This report will, in part, verify T&A transmission(s). **It is extremely important to verify that the number of T&As actually transmitted matches the number printed on the report (Figure 5).**
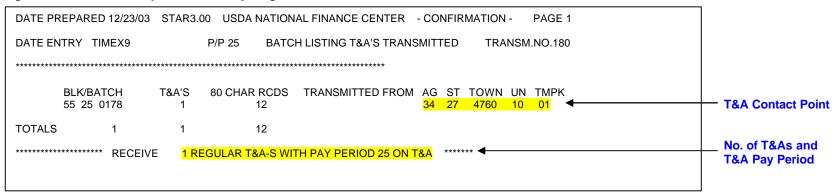
Figure 5. Confirmation Report – Data Entry, Page 1

```
DATE PREPARED 12/23/03   STAR3.00   USDA NATIONAL FINANCE CENTER   - CONFIRMATION -     PAGE 1

DATE ENTRY   TIMEX9                 P/P 25       BATCH LISTING T&A'S TRANSMITTED       TRANSM.NO.180

*******************************************************************************

         BLK/BATCH        T&A'S     80 CHAR RCDS   TRANSMITTED FROM  AG  ST  TOWN  UN  TMPK
         55  25  0178        1           12                          34  27  4760  10   01          ◄─────  T&A Contact Point

TOTALS          1           1           12

********************   RECEIVE     1 REGULAR T&A-S WITH PAY PERIOD 25 ON T&A   *******   ◄─────  No. of T&As and
                                                                                                 T&A Pay Period
```

Figure 6. Confirmation Report – Data Entry, Page 2

```
DATE PREPARED 12/23/03   STAR3.00   USDA NATIONAL FINANCE CENTER  - CONFIRMATION -    PAGE 2

DATE ENTRY   TIMEX9   P/P 25           BATCH LISTING T&A'S TRANSMITTED     TRANSM.NO.646

*******************************************************************************

BEFORE TRANSMISSION  – – –

TOTAL BATCHES  177 T&A S        878  80 - CHAR            10534

THIS TRANSMISSION  – – –

TOTAL BATCHES    1 T&A S           1 80 - CHAR               12

AFTER TRANSMISSION.     FILE NFCP . TIMEX991   CONTAINS  – – –

TOTAL BATCHES  178 T&A'S         879 80–CHAR            10546

*******************************************************************************

STAR3.0 TOTAL HOURS   ****      80.00      TOTAL T/C  ****            1       TOTAL T&A'S     1
```

Job Performance Report for TIME35X9

The Job Performance Report for Time35X9 (**Figure 7**) displays the steps involved in the transmission process. The message *Job Has Completed Successfully* indicates that the job has been completely transmitted. This report will, in part, verify transmission(s). **It is important to confirm the JOB HAS COMPLETED SUCCESSFULLY.**

Figure 7. Job Performance Report For Time35X9

```
                         JOB PERFORMANCE REPORT FOR                  TIME35X9        PAGE  1

                                      12/23/03

                     JOB  TIME35X9  BEGAN  ON   12/23/03 AT 111711

 STEP NUMBER                                                     STATUS

        STEP0010                                       HAS RUN TO SUCCESSFUL COMPLETION
        STEP0020                                       HAS RUN TO SUCCESSFUL COMPLETION
        STEP0030                                       HAS RUN TO SUCCESSFUL COMPLETION
        STEP0040                                       HAS RUN TO SUCCESSFUL COMPLETION
        STEP0050                                       HAS RUN TO SUCCESSFUL COMPLETION

                   JOB TIME 35X9 ENDED ON 12/23/03 AT 111712

                   JOB HAS COMPLETED SUCCESSFULLY      ◄─────────────────    Job Status
```

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